



DISTRICT OF COLUMBIA PUBLIC CHARTER SCHOOL BOARD

Charter and/or Charter Agreement Amendment Application

Part I: General Information

All applicants must complete this section

SUBMITTED BY: **Keith Whitescarver, Breakthrough Montessori Public Charter School**

SUBJECT: **Charter Amendment Request for:** (Mark all that apply)

- | | |
|---|--|
| <input type="checkbox"/> Enrollment Ceiling Increase | <input type="checkbox"/> Name Change – Campus or Facility |
| <input type="checkbox"/> Program Replication of Grades Served | <input type="checkbox"/> Campus Reconfiguration |
| <input type="checkbox"/> Grade Level Expansion (Single Grade) | <input type="checkbox"/> LEA Status for Special Education |
| <input type="checkbox"/> Grade Level Expansion (Grade Band) | <input type="checkbox"/> Special Education Enrollment Preference |
| <input checked="" type="checkbox"/> Additional Facility or New Location | <input type="checkbox"/> Governance Structure |
| <input type="checkbox"/> Goals and Achievement Expectations | (Bylaws, Articles of Incorporation or Management) |
| <input type="checkbox"/> Mission or Education Philosophy | <input type="checkbox"/> Graduation Requirements |
| <input type="checkbox"/> Curriculum, Standards or Assessments | <input type="checkbox"/> Competency-Based Learning Application |

SUBMISSION DATE: **2/2/2018**

SCHOOL BACKGROUND

Please address the following questions in their entirety. This information provides helpful background to the DC PCSB Board as it reviews these requests.

Overview of School Performance

1. Provide the following information about your Local Education Agency (LEA) by campus:

- Campus name(s) and location(s): **Breakthrough Montessori 1244 Taylor AVE. NW Washington DC 20011**
- Year opened: **2016**
- Grade levels served (Currently and at maturation of charter agreement, if applicable): **Pre K 3,4, and Kindergarten-grade 6**
- Date that charter will be eligible for possible renewal: **July 1, 2030**

2. Please select the performance indicators below that describe the school's current performance*: (Mark all that apply)

- ☒ Currently rated Tier 1, or met at least 2/3 of targets on the most recent PK-only PMF or Alternative Accountability Framework.
- ☒ School is not currently under corrective action.
- ☒ Has historically met enrollment projections w/in 80% of target.
- ☐ School has been in operation for 3+ years.
- ☐ School is currently accredited. **Enter expiration date.**

*If the school has multiple campuses or varying PMFs, please describe the academic performance of each campus here: **Enter text.**

Disclaimer: While processing this application, DC PCSB staff may contact you later to request additional information for the Board's consideration. By submitting this application, you agree to cooperate with DC PCSB staff to ensure your application is processed in a timely manner. For questions, please contact DC PCSB staff person Laterica (Teri) Quinn at (202) 328-2660.

PROPOSAL

Breakthrough Montessori Public Charter School submits to the DC Public Charter School Board this application to amend its charter agreement by changing the item(s) selected above. If approved, this amendment will be effective on _____, 20____ (leave blank if this has not been determined).

1. Please provide details on the selected amendment(s) above and describe the requested change(s), including the school's rationale for the proposed changes. Describe any planning that is already underway to prepare for the proposed amendment.

Our Current location is too small to support our current charter maturation. In order to meet our charters mission in grade expansion we need another location. Our current location has a capacity of 155 students, which will not support the grade expansion. Our current lease expires in 2021. We have partnered with Building Hope to assist us with finances and locating an additional facility.

Project Description: In the fall of 2018, Breakthrough Montessori will be moving into the ground floor of building located at 6900 Block of Willow set NW in Washington DC. The Building was built originally as an industrial printing facility therefore was built out of high strength concrete with very tall ceilings. Recently, Breakthrough hired Building Hope to project manage the design and renovation of two floors of the building over 2 phases. Building Hope has retained the services of 2 architects to help with space planning and ultimately re-design the space into a Montessori School. **The first Phase of the renovations is located on the first floor and covers about 15,000 Square ft.** The architect has completed a through set of design documents that are being priced by MCN Build. MCN Build is local District based general contractor with an exceptional track record of completing school renovation projects on budget. MCN was hire as a Design- Build contractor in order to have construction cost input during the entire design process. The project team of Building Hope, Studio 27 and MCN have completed dozens of school projects successfully in the District.

Phase 1

The current project time line will permit the project team to take possession of the space on April 1st from the landlord to start the needed demolition and construction. Construction completion will be the 1st week of August of 2018. There will be 6 classrooms on the first floor (about 1,000 sq. ft. each), outdoor play space and some administration space. The first phase will have 2 clusters of 3 classrooms serving lower, upper and primary age groups that follow the Montessori Model.

Phase 2

The Second floor will have 9 classrooms, offices, parent rooms and a multipurpose room. Phase 2 of the project will be designed as part of the original Phase 1 but will not be built-out Until 2021. **Phase 2 is about 25,000 sq. ft.**

Project Schedule:

Schematic Design	12-04-17
Design Development	01-12-18
Constriction Documents	02-26-18
Final Construction Budget	03-16-18
Demo / Start Construction	04-09-18
Occupancy	08-03-18

Campus Split: NW

TAYLOR STREET NW

EASTERN AVENUE

Year 1	135	45
Year 2	135	90
Year 3	135	135

Year 4	Site Closed	315
Year 5	Site Closed	360
Year 6	Site Closed	405 (full enrollment)

2. How will the proposed amendment(s) support or enhance the school's mission?

Breakthrough's mission is to provide families in the DC metro area with a fully implemented public Montessori program that enables children to develop within themselves the power to shape their lives and the world around them. Our current location prohibits the culture of our school because the size prohibits enrichment, green space, and physical activities. The new location will also provide us with a restroom in each class which meets the needs of the current students age level.

3. While considering this amendment request, DC PCSB staff may review the school's history of board actions, DC PCSB audits, community complaints, enrollment trends, and any relevant data used by DC PCSB to monitor equity in schools. Please describe any DC PCSB audits, notices of concern or other board actions issued against your school in the past 3 years. What was the outcome? Please explain what steps, if any, you've taken to address the concerns that prompted a DC PCSB audit, board action, or community complaint.

At Breakthrough we did face an issue with our occupancy. A call was made to the DC Fire Marshall that we were over our occupancy. We were over our occupancy by 4 persons, however we are in the process having the occupancy amended. As a result of absences, our occupancy level does not go over the designated amount.

4. DC PCSB will review the school's Financial Audit Reviews (FAR) and current financials to determine the fiscal health of the organization. If applicable, describe how the proposed amendment will impact the school's finances. Explain any anticipated expenses for the proposed changes and how the school will finance them. *[EXCLUDES the following amendments: Governance, Goals, Mission, Curriculum, Name Changes and Graduation Requirements. If not applicable, write N/A.]*

Note: If applicable, in addition to your narrative please attach a proposed [5-year Operating Budget](#).

The school's financials are currently in a healthy place. We are projecting to end FY18 with 87 days of cash on hand and our projected FAR score based on last year's methodology is projected at over 99%. The addition of the rent and debt service expenses for the new location still maintain a positive net income in FY19 through FY23. We are also projecting to end each year from FY19 to FY23 with over 70 days of cash on hand, exceeding the PCSB target for cash on hand. The addition of the Eastern Avenue building will result in the additional expenses of rent, contracted building services, utilities, maintenance and repair, interest on the debt for leasehold improvements, and principal repayments on the debt for leasehold improvements. Our current five year model supports these expenses. Leasehold improvements will be financed with a loan from OSSE as well as a loan from another third party.

5. How has the school informed its external stakeholders (e.g. local ANC commissioners, neighbors) and internal stakeholders (e.g. staff, parents) of the

proposed amendment(s)? Please attach any written communication (e.g., meeting minutes). Describe any notable support for or opposition to the proposed amendment(s). If concerns have been brought to your attention, how do you plan to address them? *[EXCLUDES the following amendments: Governance, Goals, Mission, Curriculum, Graduation Requirements and Competency-Based Learning Credits. If not applicable, write N/A.]*

We have met with staff on different occasions to inform keep them updated on the facility search and our current status. Staff were also given the opportunity to complete survey to provide our leadership and board about their preferences and gather their insight on how the move might affect staff retention. We received key information on how to communicate in a manner that would be inclusive of all stake holders. We have also communicated in a similar fashion with parents. We held several facility meetings with parents to both inform them about the project and gather their input. Parents have also completed surveys to give us more input on the process and about their location preferences. We have also reached out to the local ANC representative representative (Judi Jones) in Ward 4B07. We have attended the January ANC meeting and will present at the February. We have started to send flyers throughout the Takoma community. There have been no concerns or opposition to the move to Takoma. There are families that have shared concerns about siblings being split between two campuses. We are making plans to ensure that families with siblings will be able to be on one campus.

6. When did your school's board approve the proposed amendment(s)? Please attach minutes from the meeting and vote results.

A special meeting will occur in February to approve this amendment.